FREELANCE SERVICES AGREEMENT

This Freelance Services Agreement ("Agreement") is entered into on **[DATE]** between:

Section 1: Parties Information

Service Provider (Freelancer):

Name: [YOUR FULL NAME]
Business Name (if applicable): [BUSINESS NAME]
Address: [YOUR ADDRESS]
Email: [YOUR EMAIL]
Phone: [YOUR PHONE]

Client:

Name: [CLIENT NAME]
Business Name (if applicable): [CLIENT BUSINESS NAME]
Address: [CLIENT ADDRESS]
Email: [CLIENT EMAIL]
Phone: [CLIENT PHONE]

Section 2: Project Scope & Deliverables

The Service Provider agrees to provide the following services:

[DESCRIBE DELIVERABLES IN DETAIL. Example: "Design and deliver three custom social media graphics in PNG format, sized 1080x1080px, with two rounds of revisions included."]

Deliverables:

1. [DELIVERABLE 1]
2. [DELIVERABLE 2]
3. [DELIVERABLE 3]

Exclusions:

The following items are explicitly excluded from this scope: [LIST EXCLUSIONS]

Section 3: Payment Terms

Total Project Fee: [CURRENCY] [AMOUNT]

Payment Structure:

• [PERCENTAGE]% deposit ([CURRENCY] [AMOUNT]) due upon signing
• [PERCENTAGE]% ([CURRENCY] [AMOUNT]) due upon [MILESTONE]
• [PERCENTAGE]% ([CURRENCY] [AMOUNT]) due upon final delivery

Payment Method: [PayPal / Bank Transfer / Wise / Payoneer / Other]

Payment Due Date: Invoices are due within [NUMBER] days of issuance.

Late Payment: Unpaid invoices beyond [NUMBER] days will incur a late fee of [PERCENTAGE]% per month or [CURRENCY] [AMOUNT], whichever is greater.

Section 4: Revisions & Additional Work Policy

This Agreement includes **[NUMBER]** rounds of revisions per deliverable. Revisions must be requested within **[NUMBER]** days of delivery.

Additional revisions or scope changes beyond the agreed deliverables will be billed at [CURRENCY] [HOURLY RATE]/hour or require a separate agreement.

Section 5: Intellectual Property Ownership

Upon full payment, all intellectual property rights for the deliverables transfer to the Client. Until full payment is received, the Service Provider retains all rights.

The Service Provider reserves the right to display the work in their portfolio and use it for promotional purposes unless a confidentiality agreement prohibits this.

Section 6: Confidentiality & Non-Disclosure

Both parties agree to keep confidential any proprietary information shared during this project, including but not limited to business strategies, customer data, and unpublished materials.

This confidentiality obligation extends **[NUMBER]** years beyond project completion.

Section 7: Limitation of Liability

The Service Provider's total liability under this Agreement shall not exceed the total project fee paid by the Client. The Service Provider is not liable for indirect, incidental, or consequential damages.

Section 8: Termination & Kill Fee Clause

Either party may terminate this Agreement with **[NUMBER]** days written notice.

If the Client terminates the project:

• Payment for all completed work is due immediately

• A kill fee of [PERCENTAGE]% of the remaining project value is owed if termination occurs after [MILESTONE]

If the Service Provider terminates:

• All payments received will be refunded minus the value of work already completed

Section 9: Governing Law

This Agreement shall be governed by the laws of **[COUNTRY / STATE / PROVINCE]**.

Any disputes will be resolved through **[mediation / arbitration / small claims court]** in **[JURISDICTION]**.

Section 10: Signature

Service Provider:

Signature: _____

Name: [YOUR NAME]

Date: _____

Client:

Signature: _____

Name: [CLIENT NAME]

Date: _____